

BY-LAWS OF NEVADA HEALTH INFORMATION TECHNOLOGY BLUE RIBBON TASK FORCE

Section I – Name

The name of this group shall be the Nevada Health Information Technology Blue Ribbon Task Force and shall be referred to hereinafter as “the Task Force.”

Section II – Authority

The twenty-member Task Force is established by Executive Order of the Governor on September 11, 2009. It is comprised of experts and stakeholders appointed by the Governor and who represent health care, information technology, government, insurance, business and other related industries. The members serve at the pleasure of the Governor, and the Task Force sunsets on June 30, 2011 unless extended by Executive Order. The recommendations of the Task Force shall be reported to the Governor through the Director of the Department of Health and Human Services, referred to hereinafter as “the Director” and “DHHS” respectively, in accordance with the Executive Order and as often as it deems necessary. The Director shall provide appropriate staff support as required to facilitate the activities and functions of the Task Force.

Section III – Mission

The mission of the Task Force shall include, although not be limited to, the following:

- A) Provide state leadership and coordination of health information exchange and related efforts;

- B) Promote education and engagement among stakeholders in building a knowledge base of “lessons learned” to facilitate the successful implementation of health information exchange;
- C) Encourage public and private partnerships for the development of a sustainable statewide health information exchange infrastructure;
- D) Facilitate a statewide dialogue on privacy and security of patient health information exchange in an interconnected health care delivery system;
- E) Encourage health information exchange initiatives at the local, county, regional and state level;
- F) Develop performance metrics to measure the success of the implementation of health information technology throughout Nevada;
- G) Identify opportunities and strategies for a public/private partnership approach to create financially viable and sustainable business models for health information technology;
- H) Develop recommendations for a proposed governance structure for a Health Information Exchange that is representative of the needs and interests of the stakeholders;
- I) Review and recommend a model for financing a sustainable health information exchange;
- J) Recommend an information technology architecture that facilitates the deployment and use of health information technology and a health information exchange;

- K) Identify and recommend data sources and standards to facilitate health information exchange, as well as security and privacy of personal health information; and
- L) Review and recommend revisions to state laws and regulations that may impede the exchange of health care information, while protecting sensitive personal health information.

Section IV – Members

Subsection A. Composition. The Governor shall appoint the members of the Task Force.

The Task Force shall consist of no more than twenty members, with a quorum consisting of nine members.

Subsection B. Alternate Member. If a member is unable to attend a meeting, he/she may designate a representative to serve in his/her stead who shall have all the rights and privileges of the member while acting on his/her behalf.

Subsection D. Term of Membership. Each Member shall serve at the pleasure of the Governor or until the Task Force sunsets.

Subsection E. Compensation. Members of the Task Force do not receive a stipend. If DHHS has monies available to reimburse all or part of travel expenses for meetings, it will do so at rates that do not exceed the State rates.

Subsection F. Staffing. The Director will provide staff as necessary for purposes of arranging and facilitating the meetings, preparing agendas, taking the meeting minutes, and research needs within the availability of DHHS resources.

Subsection G. Voting. Each member of the Task Force or their designated representative shall be entitled to one vote on any business requiring action by the Task Force.

Subsection H. Termination. Members who are absent from two consecutive meetings, and who do not notify a Chairperson in advance of their expected absence or send an alternate, may be terminated from Task Force membership by the Governor, at the request of the Task Force Chairperson.

Section V – Officers and Conflicts of Interest

Subsection A. Composition. There shall be the following officers of the Task Force: one Chairperson appointed by the Governor and one Vice Chairperson who shall be selected by the members of the Task Force.

Subsection B. Duties of Officers. The Chairperson shall preside at meetings and report the activities and recommendations to the Governor as per the Executive Order. The Chairperson may appoint subcommittees and assign tasks to the members or subject matter experts, as necessary, to fulfill the purposes of the Task Force. The Vice Chairperson shall carry out the duties of the Chairperson in his or her absence. The Chairperson may appoint another member to act in his or her absence, if the Vice Chairperson is unavailable.

Subsection C. Term of Office. A Chairperson and Vice Chairperson serve at the pleasure of the Governor.

Subsection C. Conflicts of Interest. The Governor and Director may consider any possible conflicts of interest when considering recommendations from the Task Force. Members are to declare any known conflict of interest in the manners prescribed by the Chairperson and the Director.

DHHS will survey the Task Force members annually to collect information regarding their affiliations outside of DHHS. If a member's personal or employment circumstances change before 12 months have elapsed, it is the member's responsibility to update the Disclosure Statement and submit it to the DHHS.

Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chairperson, or a majority of the Task Force, may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

Section VI – Meetings

Subsection A. Regular. The Council shall meet a minimum of six times during the state fiscal year. The meetings shall be held at a time, date, and place as

arranged by DHHS. The Task Force shall meet as necessary, if time critical issues warrant such a meeting. A deputy attorney general, from the Office of the Attorney General, will be present during all meetings and serve as legal counsel to the Task Force. Members shall submit proposed agenda topics to DHHS at least ten days before a scheduled meeting.

Subsection B. Open Meeting Requirements. Meetings shall be conducted in accordance with NRS 241, known as “Nevada’s Open Meeting Law.”

Subsection C. Subcommittees. Standing or special subcommittees may be appointed by the Chairperson. Subcommittees must also comply with the open meeting law.

Subsection D. Parliamentary Procedure. The Robert’s Rules of Order shall govern the functions of the Task Force.

Section V – Amendment of the Bylaws

The bylaws may be amended as approved by a simple majority vote of the full Task Force.